



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

DEPARTMENTAL SAFETY COORDINATOR

Class No. 002338

■ CLASSIFICATION PURPOSE

Under general direction, to plan, develop, implement and direct a comprehensive safety program for a County department; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

Departmental Safety Coordinator is a safety specialist class that reports to an Administrative Services Manager or Departmental Personnel Officer or similar class in a County department. Incumbents work with technical freedom to establish and direct a department's safety program and provide technical direction to line managers for program implementation and operation. This class is distinguished from the Loss Prevention Analyst in the Department of Human Resources in that the latter is responsible for assisting the Human Resource Services Manager in formulating and implementing a County interdepartmental health, safety education and accident prevention program. This class is distinguished from the Human Resource Services Manager in that the latter is responsible for overall County programs whereas the Departmental Safety Coordinator is responsible for directing the details of a single department's safety program.

■ FUNCTIONS

**The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Essential Functions:

1. Develops, evaluates, and initiates departmental safety policies and procedures.
2. Assures department compliance with local, State and Federal safety regulations.
3. Analyzes the causes of injuries and accidents, and initiates corrective action.
4. Conducts safety indoctrination for new employees within a department.
5. Prepares complex reports related to injuries and accidents.
6. Establishes and maintains the injury reporting mechanism.
7. Coordinates a department's driver licensing program.
8. Interfaces with the Human Resources Department to ensure that designated or sensitive class employees are periodically tested in compliance with Federal, State or County regulations.
9. Represents the department in safety meetings.
10. Coordinates related safety activities with the Department of Human Resources.
11. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Federal, State and local safety regulations (OSHA/Cal-OSHA).
- Modern safety procedures, practices and equipment.
- Operational procedures and processes associated with a wide variety of occupations and related safety requirements and procedures.

- Methods and techniques for developing materials, aids and standards for employee training and supervisory techniques.
- Organization development and management principles.
- Data collection, analysis and display.
- Research methodology for the analysis of a variety of complex data.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Plan and coordinate training programs in an efficient and cost effective manner.
- Prepare written training material such as safety manuals and bulletins.
- Consult and confer with staff, coordinate with other departments' safety personnel and other agency representatives.
- Analyze the cause of on-the-job related injuries and vehicle accidents.
- Effectively communicate both orally and in writing.
- Compile, organize and interpret injury reports.
- Exercise independent judgment and initiative.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are: a bachelor's degree with an emphasis in industrial engineering, health science or occupation safety and health, or a closely related field, AND, at least two (2) years of experience in the development and implementation of safety programs.

**Note:** Additional related experience, as described above, may substitute for the education requirement on a year-to-year basis.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

**Retitled: October 25, 1996**

**Reviewed: Spring 2003**

**Revised: January 16, 2004**

Departmental Safety Coordinator (Class No. 002338)

Union Code: MA

Variable Entry: Y